

**U.S. Department of Housing & Urban Development
Office of Public & Indian Housing
Presents**

**Updated Enterprise Income
Verification (EIV) System &
Security Awareness Training for
Public Housing Agencies**



September 23, 2010

Agenda

- Welcome
- Security Awareness
- Security Awareness Questions & Answers Session
- What's New in EIV 9.1
 - (April 19, 2010 release)
- What's New in EIV 9.1.1
 - (September 27, 2010 release)

Agenda (Continued)

- Review of HUD EIV Guidance
- **New** Form HUD-52676: EIV User Access Authorization Form & Rules of Behavior
- **New** Form HUD-52675: Debts Owed to PHAs & Terminations Notice to Applicants & Participants
- How to Use EIV's Debts Owed to PHAs & Terminations Module
- EIV Questions & Answers Session

Security Awareness

Safeguarding ELV Information

Security Awareness

- Overview of policies and controls for securing personal and private data
- Staff who access sensitive and private information are **required** to participate in annual Security Awareness training
 - Offered by numerous 3rd parties and HUD
- PHAs should be aware of Privacy Act Requirements

Federal Privacy Act - 5 USC 552a, as Amended

- HUD requires PHA to notify applicants/tenants:
 - PHA-requested information is only for the use of determining eligibility and level of assistance in the Public Housing or Housing Choice Voucher program (or other PIH-covered rental assistance programs)

Federal Privacy Act - 5 USC 552a, as Amended (Continued)

- HUD requires PHA to notify applicants/tenants:
 - Information will not be disclosed in any manner which will violate the individual's privacy
 - Individual has the right to gain access to his/her EIV record (the portion applicable to him/her)

Federal Privacy Act - 5 USC 552a, as Amended (Continued)

- A current and valid form HUD-9886 or equivalent consent form (that meets requirements under 24 CFR 5.230) must be on file for each adult tenant in order for the PHA to access EIV income information

Federal Privacy Act - 5 USC 552a, as Amended (Continued)

- Consent form is not required to conduct Former Tenant Search or Existing Tenant Search
- All EIV users are required to acknowledge their understanding of requirements imposed under the Federal Privacy Act by signing the form HUD-52676

Violations of the Federal Privacy Act

- An individual may take legal action against HUD or a PHA for the following actions:
 - Refusal to grant access to EIV record upon request
 - Improper or unauthorized disclosure of EIV information
 - Failure to ensure security and confidentiality of EIV information

Civil Remedies for Violation of Privacy Act

- An individual may sue HUD or a PHA
- If found liable, the individual may receive an amount equal to the sum of
 - Actual damages, but no less than \$1,000; and
 - The cost of the action, including reasonable attorney fees, as determined by the court

Administrative Safeguards

- Restrict access to EIV system and printed or electronic EIV information to authorized personnel who need the information to perform their official duties
- Ensure staff complete annual security awareness training
- Report all security breaches to HUD at PIH.RHIIP.TA@HUD.GOV

Administrative Safeguards

- All EIV users, including handlers and viewers of printed or electronic EIV information must complete form HUD-52676
- Maintain forms HUD-52676 for all personnel
 - Subject to inspection/audit

Technical Safeguards

- Do not share HUD-issued user ID and password with others
- Access information for only official purposes

Physical Safeguards

- EIV information must be destroyed 3 years from EOP date unless pending litigation
- Maintain tenant files in a physically safe area
- Ensure areas where tenant files are stored are locked
 - If area is not locked than files should be in locked file cabinets

Security Awareness Questions & Answers Session

Ask HUD...

What's New in ELV as of April 19, 2010

- Semi-annual certification vs. quarterly
 - Occurs in April and October
- Access batch income reports by HOH's last name
- Print batch income reports with optional Certification Page
- New Hires Report displays all new hires within the last 3 months vs. 6 months
 - Access by HOH last name

What's New in ELV as of April 19, 2010 (Continued)

- Deceased Tenants Report displays number and percentage of deceased single member households
- Added search criteria (household type) for Deceased Tenants Report
 - All Households
 - Single Member Households
 - Multiple Member Households

What's New in ELV as of April 19, 2010 (Continued)

- Income Discrepancy Report link has been relocated under the Verification Report header
- Debts Owed to PHAs & Terminations now includes:
 - EOP date column
 - Repayment Agreement indicator
 - Default on Repayment Agreement indicator

What's New in ELV as of April 19, 2010 (Continued)

- Debts Owed to PHAs & Terminations
 - Default on Repayment Agreement indicator
 - Enhanced search capability
 - Any household member SSN

Access to Batch Income Reports by HOH Last Name

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Income Report Summary

Income Report Summary	
Participant Code:	MA015 Medford Housing Authority
Program Type:	All PIH Programs
Reexamination Month:	September
Households With Income:	3

[Download in Excel](#)
[Printer Friendly Page with ICN](#)

Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

1 - 3 of 3 Households


Summary Reports		Detail Reports				
HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Project	Unit Code	Unit Address
-**-*	Jackelyn		01/31/1946			
-**-*	Marian		12/01/1949			
-**-*	Patricia		09/25/1956			

1 - 3 of 3 Households

Batch Income Reports with Certification Page

Income Information >> [By Reexamination Month](#) >> [Reports Summary](#) >> Income Detail Report

Income Report Detail	
Participant Code:	MA015 Medford Housing Authority
Program Type	All PIH Programs
Reexamination Month	September
Households With Income	3
By HOH Last Name Filter	A

[Printer-Friendly Version](#)
 [Printer-Friendly Version With Certification Page](#)

1 - 3 of 3 Households

[Summary Reports](#) [Detail Reports](#)

Wage and Benefit Report for Household of Jackelyn Adams			
PHA Code:	MA015	Program Type:	Sec.8 Vouchers
PHA Name:	MA015 Medford Housing Authority	Project:	
Annual Reexamination Date:	09/01/2011	Form 50058 as of:	08/09/2010
Address:			
Most Recent Type of Action:	2-Annual Reexamination	Effective Date:	09/01/2010

New Hires Report – Search By Last Name

Income Information >> New Hires Report >> [Report Selection](#) >> PHA Statistics

New Hires Summary Report

Participant Code:	DC001 D.C Housing Authority
Program Type:	All PIH Programs
Reexamination Month:	All
Period Reviewed:	07/10/2009 - 03/10/2010
Households With New Hires:	1
Household Members With New Hires:	1

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Search By HOH Last Name : [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

1 - 1 of 1 Households

Summary Reports

Detail Reports

HOH SSN	HOH First Name	HOH Last Name	HOH DOB	Member Name	Program Type	Project	Unit Code	Unit Address
***-**-1500	zwmro	givyoqz	10/29/1963	zwmro givyoqz	Tenant-Based Assistance			dh gvvigh t 143 431y#, WASHINGTON DC 20024

Additional Statistics – Deceased Tenants Report

Verification Reports >> Deceased Tenants Report >> [Report Selection](#) >> HUD HQ Statistics

Deceased Tenants Report for HUD HQ			
Office	HUD HQ		
Reexamination Month	ALL		
Program Type	ALL	Public Housing	Section 8
Number of PHAs with deceased single member households	0	0	0
Percentage of PHAs with deceased single member households	00.00%	00.00%	00.00%
Number of deceased single member households	0	0	0
Percentage of deceased single member households	00.00%	00.00%	00.00%
Total number of households evaluated	0	0	0
Total number of household members evaluated	0	0	0
Number of households with one or more deceased members	0	0	0
Percentage of households with one or more deceased members	00.00%	00.00%	00.00%
Number of deceased household members	0	0	0
Percentage of deceased household members	00.00%	00.00%	00.00%

What Your Deceased Tenants Report Should Look Like

Verification Reports >> Deceased Tenants Report >> Report Selection >> PHA Statistics

Deceased Tenants Report for AL071 GUIN for Program Type - ALL for Reexamination Month - ALL													
PHA	Total Number Of Households Evaluated	Total Number Of Household Members Evaluated	Households With Deceased Members	% of Households With Deceased Members	# of Single Member Deceased Households	% of Single Member Deceased Households	Deceased Members	Members Deceased Less Than 1 Year		Members Deceased More Than 1 Year		Members Deceased With No Deceased Date	
								Count	%	Count	%	Count	%
AL071 GUIN	0	0	0	00.00%	0	00.00%	0	0	00.00%	0	00.00%	0	00.00%

There are no records for the selection criteria.

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

Report Generated By - H18XXX NICOLE X FAISON

Deceased Tenants Report – New Household Type Search Criteria

Verification Reports >> Deceased Tenants Report >> Report Selection

Report Selection

Program Type:	All PIH Programs
Reexamination Month:	All
Household Type:	All Households
Select Region:	All Households
<input checked="" type="radio"/> HUD HQ	Single Member Households
<input type="radio"/> STATE	Multiple Member Households
<input type="radio"/> HUB	All
<input type="radio"/> FO	10HSEA Seattle Hub
<input type="radio"/> TARC	0APH SEATTLE HUB OFFICE
<input type="radio"/> PHA	PB1 Cleveland TARC
	AK001 AHFC

GetReport

Updated Verification Reports List

Welcome NICOLE X FAISON

- **Back to Secure Systems**
- **Back to EIV Main Page**

Debts Owed to PHAs & Terminations

- **Search for Former Tenant**
- **Debts Owed to PHAs & Terminations Report**

Income Information

- **By Head of Household**
- **By Reexamination Month**
- **New Hires Report**

Verification Reports

- **Existing Tenant Search**
- **Multiple Subsidy Report**
- **Identity Verification Report**
- **Immigration Report**
- **Deceased Tenants Report**
- **Income Discrepancy Report**



Debts Owed to PHAs & Terminations – EOP Status



Tenant data for PHA: DC001 D.C Housing Authority									
HOH SSN	HOH Name	End of Participation Date	Debt Owed to PHA	Bankruptcy	Repayment Agreement	Default on Repayment Agreement	End of Participation Status	Edit	Delete
mlgornzs, vggvmmz	10/07/2008	\$0.00	No	No	No			Enter Information	Delete
hmrpdzs, vmrvsgzp, v	10/31/2008	\$6,958.00	No	No	No	Failure to pay retroactive rent*, Criminal activity - Drugs, Criminal activity - Other		Edit	Delete
mln, zwmszx, r	11/30/2008	\$0.00	No	No	No			Enter Information	Delete
bzhwmro, vxmvlou	11/30/2008	\$0.00	No	No	No			Enter Information	Delete

Debts Owed to PHAs & Terminations – Repayment Agreement Indicators

Enter/Update Information for: ***-**-6301	
HOH SSN:	***-**-6301
HOH Name:	mlgornzs, vggvmmz
Debt Owed:	\$ 2500.0
Bankrupt:	<input type="checkbox"/>
Repayment Agreement:	<input type="checkbox"/>
Default on Repayment Agreement:	<input type="checkbox"/>
End of Participation Status: (hold down ctrl to select multiple)	<div><div>Failure to pay retroactive rent*</div><div>Failure to pay rent*</div><div>Failure to pay other charges*</div><div>Failure to complete annual reexam</div><div>Criminal activity - Drugs</div><div>Criminal activity - Sex Offender</div><div>Criminal activity - Violent</div><div>Criminal activity - Other</div><div>Lease violations</div></div>
<p>(*)= You must enter a debt amount greater than 0.</p> <div><div>Submit</div><div>Clear</div><div>Cancel</div></div>	

Debts Owed to PHAs & Terminations – Enhanced SSN Search Capability

Debts Owed to PHAs & Terminations >> Search for Former Tenant

Search for Former Tenant - Enter SSN and click on Get Information button

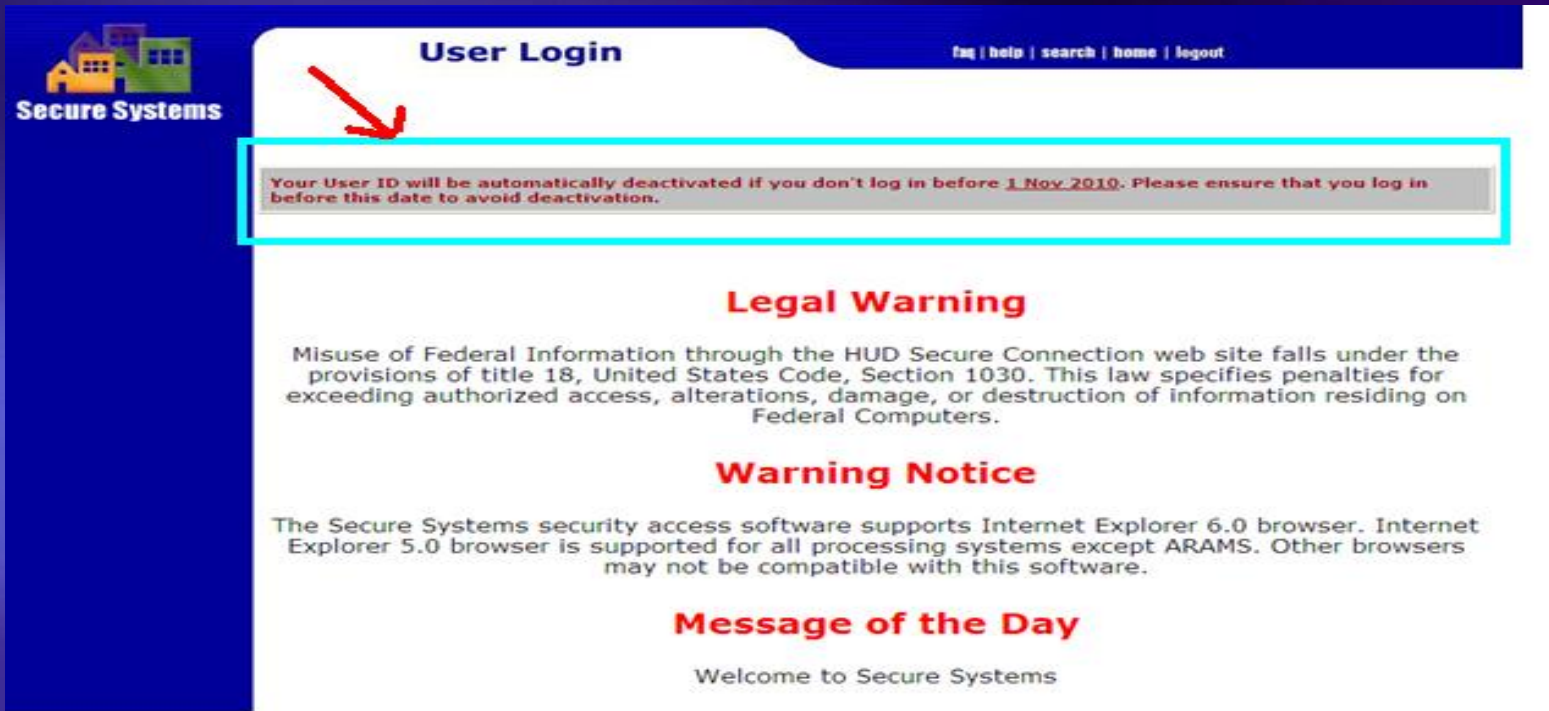
Enter Social Security Number . .

*No longer limited to only HOH SSN

What's New in EIV 9.1.1

- EIV release scheduled for September 27, 2010
- System modifications to address system bugs from April 2010 release
 - **New** alert in WASS to alert users of automatic deactivation of user ID
 - **New** EIV Security Awareness Testing

New WASS Alert



The screenshot shows the 'Secure Systems' login page. On the left is a blue sidebar with the 'Secure Systems' logo. The main content area has a white background with a blue header bar containing the text 'User Login' and navigation links: 'faq | help | search | home | logout'. A red arrow points to a grey-bordered box containing a warning message. Below this are sections for 'Legal Warning', 'Warning Notice', and 'Message of the Day'.

Secure Systems

User Login [faq](#) | [help](#) | [search](#) | [home](#) | [logout](#)

Your User ID will be automatically deactivated if you don't log in before 1 Nov 2010. Please ensure that you log in before this date to avoid deactivation.

Legal Warning

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

Warning Notice

The Secure Systems security access software supports Internet Explorer 6.0 browser. Internet Explorer 5.0 browser is supported for all processing systems except ARAMS. Other browsers may not be compatible with this software.

Message of the Day

Welcome to Secure Systems

“Your User ID will be automatically deactivated if you don't log in before “Day Month Year”. Please ensure that you log in before this date to avoid deactivation.”

New EIV Security Awareness Testing

- An EIV Security Awareness Testing page will appear when external users log onto EIV
- The page contains a Security Awareness Questionnaire with 10 questions to confirm the user's awareness of applicable safeguards to protect EIV data

New ELV Security Awareness Testing (Continued)

- Users will be permitted to access ELV after successful completion of the questionnaire
 - Answer 9 of 10 questions correctly
- ELV will prompt user to confirm security awareness once a year

New EIV Security Awareness Testing (Continued)

Enterprise Income VerificationHUD HomeEIV HomeSearchEmail

EIV Security Awareness Testing

The purpose of this Security Awareness Questionnaire is to confirm your awareness of the applicable administrative, physical, and administrative safeguards to protect the EIV data. Please note that completion of this Questionnaire is completely voluntary. However, you will not be permitted to access the EIV system if you do not successfully complete the Security Awareness Questionnaire.

Question: 1

Proper procedures for reporting improper disclosures include all except?

- ☐ Report any evidence of unauthorized access or known security breaches to the PHA Executive Director and HUD
- ☐ Document all improper disclosures in writing
- ☐ Report all security violations regardless of whether the security violation was intentional or unintentional
- ☐ None of the above

Question: 2

PHAs are permitted to provide EIV reports to state and local government agencies, who conduct similar income determinations as done in the public housing and housing choice voucher program

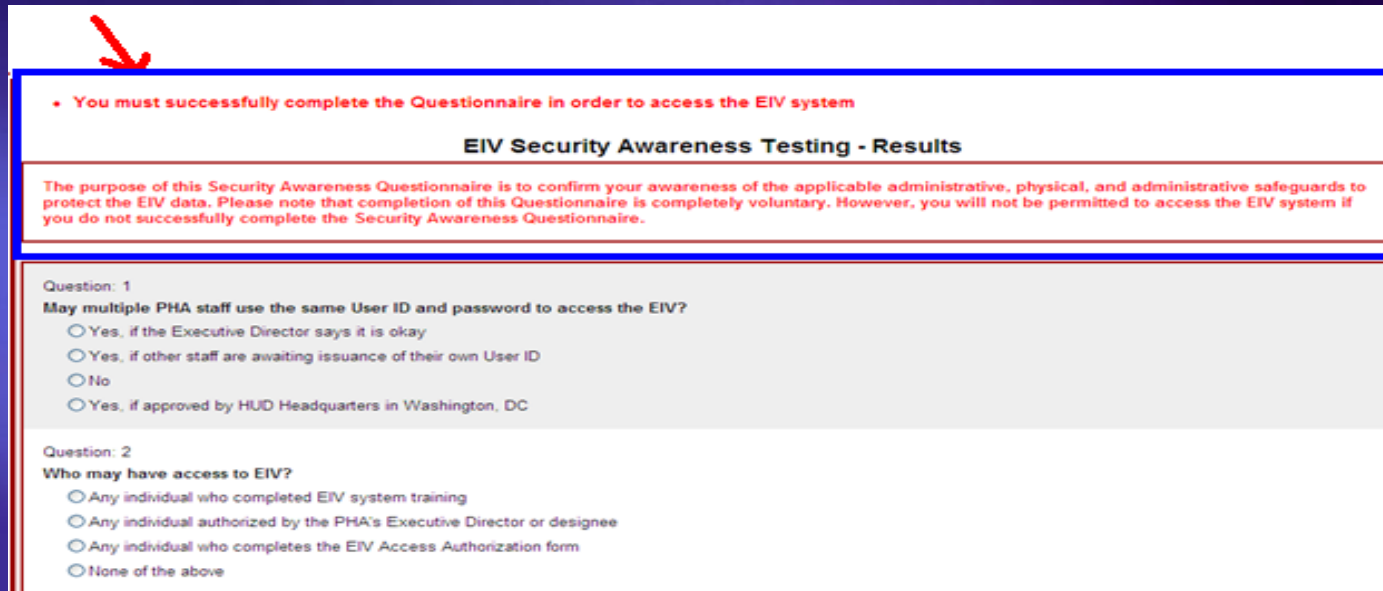
- ☐ True
- ☐ False

Positive Results of Security Awareness Testing

<p>Congratulations! You have successfully completed the Security Awareness Questionnaire.</p>
<p>Legal Warning</p> <p>Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of Title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.</p> <p>Notice of Your Responsibility for Security</p> <p>Information contained in this system is subject to the Federal Privacy Act of 1974 (5 U.S.C. 552a, as amended). Only authorized persons in the conduct of official business may use private information contained in this system. Any individual responsible for unauthorized disclosure or misuse of private, personal information may be subject to a fine of up to \$5,000 for each violation.</p> <p>Certification of EIV & Security Awareness Training</p> <p>Users are not permitted to access the EIV system if the user has not completed EIV system and/or Security Awareness training. Free HUD-sponsored EIV training is available online at http://www.hud.gov/webcasts/archives/ph.cfm</p> <p><input type="checkbox"/> I acknowledge that I have participated in EIV System and annual Security Awareness training in accordance with HUD requirements.</p> <p>Authorization for the Release of Information</p>

“Congratulations! You have successfully completed the Security Awareness Questionnaire.”

Negative Results of Security Awareness Testing



A screenshot of a web page titled "EIV Security Awareness Testing - Results". At the top, a red arrow points to a red message: "• You must successfully complete the Questionnaire in order to access the EIV system". Below this is a section header "EIV Security Awareness Testing - Results". A paragraph explains the purpose of the questionnaire and states that access to the EIV system is contingent on successful completion. The page then displays two questions with radio button options.

• You must successfully complete the Questionnaire in order to access the EIV system

EIV Security Awareness Testing - Results

The purpose of this Security Awareness Questionnaire is to confirm your awareness of the applicable administrative, physical, and administrative safeguards to protect the EIV data. Please note that completion of this Questionnaire is completely voluntary. However, you will not be permitted to access the EIV system if you do not successfully complete the Security Awareness Questionnaire.

Question: 1
May multiple PHA staff use the same User ID and password to access the EIV?

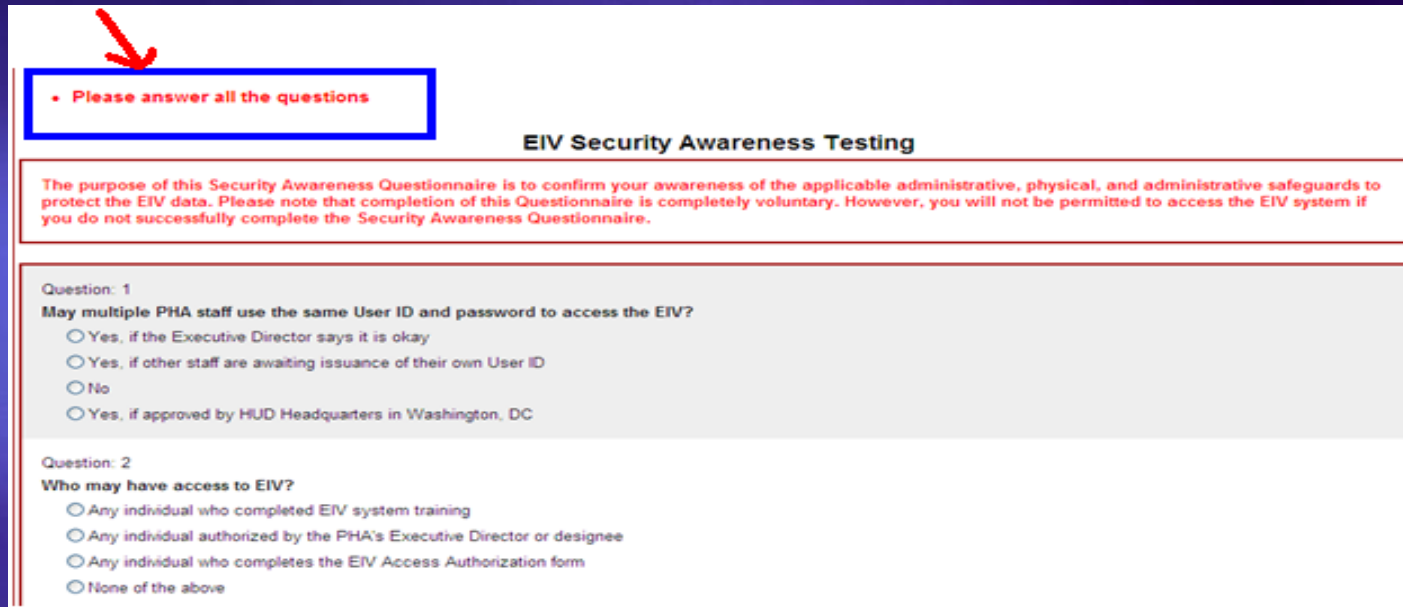
- ☐ Yes, if the Executive Director says it is okay
- ☐ Yes, if other staff are awaiting issuance of their own User ID
- ☐ No
- ☐ Yes, if approved by HUD Headquarters in Washington, DC

Question: 2
Who may have access to EIV?

- ☐ Any individual who completed EIV system training
- ☐ Any individual authorized by the PHA's Executive Director or designee
- ☐ Any individual who completes the EIV Access Authorization form
- ☐ None of the above

“You must successfully complete the Questionnaire in order to access the EIV system”

Incomplete Results of Security Awareness Testing



Please answer all the questions

EIV Security Awareness Testing

The purpose of this Security Awareness Questionnaire is to confirm your awareness of the applicable administrative, physical, and administrative safeguards to protect the EIV data. Please note that completion of this Questionnaire is completely voluntary. However, you will not be permitted to access the EIV system if you do not successfully complete the Security Awareness Questionnaire.

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- ☐ Yes, if the Executive Director says it is okay
- ☐ Yes, if other staff are awaiting issuance of their own User ID
- ☐ No
- ☐ Yes, if approved by HUD Headquarters in Washington, DC

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- ☐ Any individual who completed EIV system training
- ☐ Any individual authorized by the PHA's Executive Director or designee
- ☐ Any individual who completes the EIV Access Authorization form
- ☐ None of the above

“Please answer all the questions”

HUD EIV GUIDANCE

PIH Notices Published in Fiscal Year 2010

PIH Notice 2010-19

**Administrative Guidance for Effective and
Mandated Use of the EIV System**

PIH Notice 2010-19

- Guidance for effective and mandated use of the EIV system
- Issued May 17, 2010
- Establishes Verification Hierarchy
 - Identifies and defines verification techniques
- Specifies required file documentation to demonstrate compliance with mandated use of EIV

PIH Notice 2010-19 (Continued)

- The Notice specifies how to:
 - Use EIV to reduce administrative and subsidy payment errors
 - Use the EIV Income Report as 3rd party source to verify tenant employment and income information
 - Establish tenant Repayment Agreements

PIH Notice 2010-19 (Continued)

- The Notice specifies:
 - EIV record retention requirements
 - EIV record disclosure policy
 - How erroneous EIV information is corrected
 - Penalties for noncompliance with mandated EIV use
 - EIV System training requirements

Verification Hierarchy*

- Level 6 – Upfront Income Verification via EIV
- Level 5 – Upfront Income Verification (non-EIV)
- Level 4 – Written 3rd Party Verification
- Level 3 – Written 3rd Party Verification Form
(also known as traditional 3rd party verification)
- Level 2 – Oral 3rd Party Verification
- Level 1 – Tenant Declaration

*Applicable to income determinations for applicants & participants

New Definition of 3rd Party Verification

- Original or authentic document generated by a 3rd party source
- Dated within 60 days of reexam effective date or PHA request date
- Documents in the possession of the tenant (or applicant) are acceptable
 - i.e. pay stubs, bank statements, etc.

Use of EIV Income Report as 3rd Party Verification

- EIV = UIV
- Do not use EIV to calculate annual income for current reexams – the data is too old!
- Supplement EIV with tenant-provided documents, which is 3rd party verification*
- Use current income documents for income calculations

*In accordance with HUD guidance

Mandated EIV Use: Required File Documentation

- Maintain the following documents in the tenant file:
 - Annual reexams: EIV Income Report, current acceptable tenant-provided documentation, and if necessary, traditional 3rd party verification

Mandated EIV Use: Required File Documentation (Continued)

- Maintain the following documents in the tenant file:
 - Interim reexams:
 - No Income Discrepancy: ICN Page
 - If Income Discrepancy: EIV Income Report
 - Include current acceptable tenant-provided documentation, and if necessary, traditional 3rd party verification

Mandated EIV Use: Required File Documentation (Continued)

- Within 120 days of the PIC submission date for each new admission and historical adjustment transaction, the PHA is required to:
 - Review and maintain EIV report in tenant file
 - Resolve any income discrepancy within 60 days of EIV Income Report date

Sample Individual Control Number (ICN) Page

Head of Household Identifiers						
Name:	LESLIE					
Social Security Number:	***-**-****					
Date of Birth (mm/dd/yyyy):	XX/XX/1936					
Program Type:	Public Housing					
Project:	EDGEWOOD HOMES					
Unit Address:						
Participant Code:	KS053					
Annual Reexamination Date:	11/01/2010					
Tenant Data from Form 50058 as of:	11/25/2009					
Most Recent Type of Action:	2-Annual Reexamination					
Effective Date:	11/01/2009					
<div style="border: 2px solid black; padding: 5px; text-align: center;"> ICN:KS053-09222010-2292647 </div>						
Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
-**-*	LESLIE		XX/XX/1936	75	Head	Verified
The month and day values in the Date of Birth field have been masked for security reasons.						
Printer-Friendly Version						
Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.						
Report Generated By - H18XXX NICOLE X FAISON						

Required Monitoring of EIV Reports

- In order to ensure PHAs are aware of potential administrative or subsidy payment errors, PHAs are required to monitor various EIV reports on a monthly and quarterly basis
- Follow up on identified potential errors/problems

Required Monitoring of EIV Reports - Monthly

- Deceased Tenants Report
- Identity Verification Report
- Immigration Report

Required Monitoring of EIV Reports - Quarterly

- Income Discrepancy Report
- Multiple Subsidy Report
- New Hires Report
 - Only if your agency has an interim increase policy and modifies family rent contribution in between annual reexams

Income Discrepancy Resolution

24 CFR 5.236

- Compare ELV-reported and tenant-reported income information
- Identify unreported/underreported income sources and/or amounts
- Request documentation from tenant

Income Discrepancy Resolution

24 CFR 5.236 (Continued)

- If tenant is unable to provide documentation, PHA is required to request traditional 3rd party verification
- If applicable, determine retroactive rent
- The tenant must be provided an opportunity to contest the PHA's determination

Income Discrepancy Resolution

24 CFR 5.236 (Continued)

- The tenant must be provided a 30-day notice period prior to the termination, denial, suspension or reduction of assistance

Rejection of Tenant-Provided Documents

- The PHA may reject documents for only the following HUD-approved reasons:
 - Document is not an original; or
 - Document has been altered, mutilated, or is not legible; or
 - The document appears to be forged or not authentic

Tenant Repayment Agreements

- Tenants are required to reimburse the PHA if they were charged less rent than required by HUD's rent formula due to unreported/underreported income by the family
- Repayment agreements must be in writing, dated, signed by both the HOH and the PHA

Tenant Repayment Agreements (Continued)

- PHAs are required to determine retroactive rent amounts as far back as the PHA has documentation of family unreported income
 - i.e. If the family has not reported income for the last 5 years and the PHA only has documentation for 3 years, the PHA is only able to determine retro rent for 3 years

Tenant Repayment Agreements (Continued)

- PHAs have the discretion to establish thresholds and policies for repayment agreements in addition to HUD-required procedures and/or provisions

Repayment Agreement Provisions

- At a minimum, repayment agreements must contain the following provisions:
 - Reference to paragraphs in the Public Housing lease or Section 8 information packet whereby the tenant is in non-compliance and may be subject to termination of tenancy or assistance, or both

Repayment Agreement Provisions (Continued)

- At a minimum, repayment agreements must contain the following provisions:
 - The monthly retroactive rent repayment amount is in addition to the family's regular rent contribution and is payable to the PHA

Repayment Agreement Provisions (Continued)

- At a minimum, repayment agreements must contain the following provisions:
 - The terms of the agreement may be re-negotiated if there is a decrease or increase in the family's income

Repayment Agreement Provisions (Continued)

- At a minimum, repayment agreements must contain the following provisions:
 - Late and missed payments constitute default of the repayment agreement and may result in termination of tenancy and/or assistance

Repayment Options

- Tenants have the option to repay the retroactive rent balance in a:
 - Lump sum payment; or
 - Monthly installments; or
 - Combination of a lump sum payment and monthly installments

EIV Record Retention Requirements

- PHAs may maintain EIV records for a period **not to exceed**:
 - 3 years from the EOP date; or
 - For the duration of pending litigation which began prior to the EOP

Note: PHAs are required to maintain the last 3 years of 50058s and supporting documentation (24 CFR 908.101)

EIV Disclosure Policy

- The Federal Privacy Act (5 USC 552a, as amended) prohibits the disclosure of an individual's information to another person without the written consent of the individual
- EIV data of an adult household member may not be shared with another adult household member unless written consent has been provided

EIV Disclosure Policy (Continued)

- PHAs are not prohibited from discussing with the HOH and showing the HOH how the household's income and rent was determined based on the total family income reported and verified
- EIV information may only be used for determining eligibility and level of assistance for PIH rental assistance programs

EIV Disclosure Policy (Continued)

- HUD is authorized to disclose EIV data to:
 - PHAs
 - HUD OIG
 - Attorney General

EIV Disclosure Policy (Continued)

- PHAs are authorized to disclose EIV data to the:
 - Individual to whom information pertains to
 - Receiving PHA under portability (HCV program)
 - Federal, State, or local court upon receipt of a court order (subpoena)

EIV Disclosure Policy (Continued)

- PHAs are authorized to disclose EIV data to:
 - Internal and external auditors
 - For audit-related purposes only
 - Lawyers, court personnel, and other agency personnel associated with grievance or judicial proceedings relating to independently verified unreported income identified through EIV

EIV Disclosure Policy (Continued)

- Notify HUD in writing of all court-ordered requests for EIV information
 - Send to PIH.RHIIP.TA@HUD.GOV

EIV Disclosure Policy (Continued)

- HCV Portability: Administration by initial PHA
 - PHAs are required to provide the receiving PHA with the most recent form HUD-50058 and supporting documentation (including related verification information – **EIV Income Report**)
 - See 24 CFR 982.355(c)(4)

How Erroneous EIV Information is Corrected

- Sometimes the originator (source) of EIV information makes an error when submitting or reporting information
- HUD cannot correct erroneous EIV information
- Only the originator can correct erroneous information
- Refer tenant to the source of the information

Originators of ELV Information

- *Employment & wage information* - the employer
- *Unemployment benefit information* – the local State Workforce Agency (SWA)
- *Social Security (SS) and Supplemental Security Insurance (SSI) benefit information* – the SSA
- *Debts owed to PHAs and termination information* – the PHA

Identity Theft

- Seemingly incorrect EIV information may be a sign of identity theft
- Someone else may be using an individual's SSN, either on purpose or by accident
- SSA does not require an individual to report a lost or stolen SSN card
- Tenants may call SSA at (800) 772-1213 to ensure their SSA records are correct

Identity Theft (Continued)

- Tenants should file an identity theft complaint with the local police department or Federal Trade Commission (FTC) by calling (877) 438-4338 or visit the FTC website at www.ftc.gov
- Tenants should also monitor his/her credit report
- Tenants should provide (and the PHA should request) written documentation of filed identity theft complaint

Penalties for Non-Compliance With Mandated EIV System Use

- HUD Headquarters conducts monthly monitoring of PHA access and usage of EIV
- PHAs may be subject to:
 - Sanctions; and/or
 - Disallowed costs
- PHAs may avoid penalties by following HUD guidance

Training Requirements

- EIV System users are required to complete the following training offered by HUD Headquarters (HHQ):
- *Initial* EIV System training (prior to accessing the system)
- *Updated* EIV System training
- *Annual* Security Awareness Training

Training Requirements (Continued)

- Only HHQ-provided EIV System training fulfills the mandatory training requirement
- Security Awareness training provided by 3rd parties is acceptable
- Viewers and handlers of EIV information are required to complete only Annual Security Awareness training

Training Requirements (Continued)

- HHQ offers training via webcast at least once a year
- Certificate of Completion is not required as a condition of initial or continued EIV system access
- Users self-certify within EIV and on form HUD-52676 that training has been or will be completed

Training Requirements (Continued)

- ELV system users must complete HHQ-offered training as follows:

Training Offered	Training Must Be Completed By
Oct 1 st – March 31 st	April 29 th
April 1 st – Sept 30 th	Oct 30 th

Training Requirements (Continued)

- New employees, who begin employment after March 31st, are required to complete the training by **October 30th**
- New employees, who begin employment after September 30th, are required to complete the training by **April 29th of the following year**

Training Requirements (Continued)

- New employees must complete the training prior to accessing the EIV system
- This training must be completed by ***April 29, 2011***

Training Requirements (Continued)

- New EIV system users must complete the training prior to accessing the EIV system

	Required Training		
Type of User	Annual Security Awareness	Initial EIV System	Update EIV System
New EIV User	X	X	X
Current EIV User	X	X	X
EIV Data Viewer/Handler	X		

PIH Notice 2010-9

**Effective Use of EIV's Deceased Tenants
Report to Reduce Subsidy Payment &
Administrative Errors**

PIH Notice 2010-9

- Issued in response to OIG recommendation under audit report 2010-FW-0001 related to improper payments made on behalf of deceased tenants
- Issued March 30, 2010
- Guidance on required procedures to:
 - Ensure accurate data submission via PIC
 - Avoid improper HAP to landlords
 - Recover improper HAP to landlords

Corrective Actions Required

- PHAs are required to:
 - Generate and monitor ELV's Deceased Tenants Report on a monthly basis
 - Follow-up immediately with reported families with deceased household member(s)
 - Take necessary corrective actions

Note: 1st priority is deceased single member households

PIH Notice 2010-3

Guidance: Verification of Social Security Numbers (SSNs), Social Security (SS) & Supplemental Security Income (SSI) Benefits

PIH Notice 2010-3

- Guidance explains required procedures for verifying SSNs and SS/SSI benefits
- Issued January 20, 2010
- Covered during January 28, 2010 PIH RHIIP/EIV training session

PIH Notice 2010-3 (Continued)

- Do not contact or send applicants/tenants to local SSA offices for a benefit verification letter
- Instead use SSA's automated services to obtain benefit verification letters
 - Call (800) 772-1213; or
 - Request online at: www.socialsecurity.gov

PIH Notice 2010-3 (Continued)

- SSA **may charge a fee (\$\$\$)** for benefit verification letters requested via fax, email, mail, or office visits
- SSA notifies HUD of PHAs who do not comply with HUD directive (PIH Notice 2010-3)
- HUD will contact the PHA to request staff comply with HUD procedures

New Form HUD-52676

EIV User Access Authorization Form & Rules of
Behavior & User Agreement

Form HUD-52676

- Approved by OMB on 05/03/2010
- OMB Control Number: 2577-0267
- New and current EIV system users must complete form
 - Including EIV data viewers and handlers
- Prior versions of the form are obsolete
- Submit completed forms to your designated EIV Coordinator (local HUD Office)

Form HUD-52676 (Continued)

- Form includes detailed instructions for completing the form
- Existing EIV users should select action # 1 (add access) in Section B of the form

New Form HUD-52675

EIV System - Debts Owed to PHAs &
Terminations

Form HUD-52675

- Approved by OMB on 04/24/2010
- OMB Control Number: 2577-0266
- PHAs are required to report:
 - All outstanding debt amounts owed by an assisted family to the PHA as of EOP (end of participation) date
 - All adverse status' as of EOP date

Form HUD-52675 (Continued)

- Content of form:
 - Information collected by HUD from PHAs
 - Who will have access to the information
 - How the information will be used
 - How long debt and adverse information is maintained in EIV
 - Tenants' rights
 - How to dispute adverse information

Form HUD-52675 (Continued)

- Applicants and tenants age 18+ are required to sign form HUD-52675 (only once)
- The form must be maintained in the family file for the duration of tenancy
- PHAs must mail a copy of the form to the last known address of former tenants whose adverse EOP status will be reported in EIV

Form HUD-52675 (Continued)

- Disputes must be made within 3 years of EOP date
- Otherwise, the information is presumed correct

Debts Owed to PHAs & Terminations

How to use EIV's Debts Owed to PHAs & Termination Module

Debts Owed to PHAs & Terminations Module

- System Functions:
 - Search Former Tenant
 - Enter/Update/Delete Information
 - Debts Owed to PHAs & Terminations Report

Debts Owed to PHAs & Terminations Module (Continued)

- Available to PHAs since 09/25/09
- National repository of families that:
 - Owe a debt to any PHA nationwide; and/or
 - Left a PIH program under negative circumstances
- ELV imports EOP information from PIC daily

Debts Owed to PHAs & Terminations Module (Continued)

- Only 50058s dated within the last 15 months will be imported
 - PHAs cannot enter debt/termination information for families who left the program prior to **June 2008**

Debts Owed to PHAs & Terminations Module (Continued)

- Effective April 26, 2010, PHAs are required to provide HUD with this information
- Only PHAs may enter, update and delete former tenant debt and termination information
- HUD does not have the ability to enter or update information

Debt Owed to PHAs & Termination Module (Continued)

- The term “**termination**” refers to the voluntary or involuntary end of participation in a PIH rental assistance program
- Termination does not necessarily mean the PHA has physically evicted family or terminated HAP

Debts Owed to PHAs & Terminations Module (Continued)

- Information is entered into EIV by the PHA no sooner than 30 days after EOP date:
 - Amount owed
 - Adverse status at time of EOP
 - Bankruptcy indicator
 - Repayment agreement indicator
 - Default on repayment agreement indicator

Debt Owed to PHAs & Terminations Module (Continued)

- The purpose of entering this information is to alert the PHA community of prior program non-compliance and/or outstanding debt owed at time of EOP
- Repository of adverse information helps PHAs make informed decision when processing applications for assistance.

Debt Owed to PHAs & Terminations Module (Continued)

- The PHA Executive Director or designee must identify which staff will be authorized to enter, update, and delete debt owed and termination information

Debt Owed to PHAs & Terminations Module (Continued)

- Current ELV users with any Occupancy Specialist role has the ability to:
 - Search for Former Tenant; and
 - View Debts Owed to PHAs & Terminations Report for their agency

Debt Owed to PHAs & Terminations Module (Continued)

- HUD has created two new roles to allow PHA users to enter, update, and delete information:
 - Program Administrator – Public Housing
 - Program Administrator - Voucher

Debt Owed to PHAs & Terminations Module (Continued)

- PHA User Administrators must electronically request (within EIV) the assignment of these new roles to designated users

Debt Owed to PHAs & Terminations Module (Continued)

- EIV users must complete a new EIV Access Authorization form and submit to the EIV Coordinator in local HUD office for approval of the requested new role (Program Administrator)

User Administration: New Roles for Debts Owed to PHAs & Terminations

User Administration - By Roles/By Users

User Profile Details

Selected User

User ID:	M
User Name:	Horace
Office Code:	DC001
Participant Code:	DC001

List of Roles

Action	Role	Status
<input type="checkbox"/>	PHA DHAP Assistance	
<input type="checkbox"/>	PHA Occupancy - Application Processor	
<input checked="" type="checkbox"/>	PHA Occupancy - Public Housing	Approved
<input checked="" type="checkbox"/>	PHA Occupancy - Voucher	Approved
<input checked="" type="checkbox"/>	PHA Security Administrator	Approved
<input checked="" type="checkbox"/>	PHA User Administrator	
<input type="checkbox"/>	Program Administrator - Public Housing	
<input type="checkbox"/>	Program Administrator - Voucher	

Update

Revoke All

<< Back

Check box to request new role

User Administration: New Roles for Debts Owed to PHAs & Terminations (Continued)

- When the checked role is updated, the status will be listed as **Pending**
- The status will change to **Approved** once the local HUD office approves the addition of the role

Responsibilities of the Program Administrator

- Delete families from the master list of EOPs who do not owe a debt or have an adverse status at time of EOP
- Enter debt owed and/or termination information within 90 days and no sooner than 30 days from EOP date

Responsibilities of the Program Administrator (Continued)

- Ensure that information entered is complete and accurate
- Upon notice and confirmation of erroneous information, delete information

Debts Owed to PHAs & Terminations

Search for Former Tenant Information

Search for Former Tenant

- Prior to admission, PHAs are required to:
 - Query each adult household member's SSN to determine if a PHA has reported a debt or negative status as of EOP date
 - Maintain search results in applicant/tenant file

Search for Former Tenant (Continued)

- To search for a former tenant:
 - Double click on the *Search for Former Tenant* link under the **Debts Owed to PHAs & Termination** header on the left navigation panel
 - Enter the 9-digit SSN and click *Get Information*

Search for Former Tenant (Continued)

Welcome FIRST - M00332 LAST - uiv

- **Back to Secure Systems**
- **Back to EV Main Page**

Debts Owed to PHAs & Terminations

- **Search for Former Tenant**
- **Debts Owed to PHAs & Terminations Report**

Income Information

- **By Head of Household**
- **By Reexamination Month**
- **New Hires Report**

Income Discrepancy Report

- **Income Discrepancy Report**

Verification Reports

- **Existing Tenant Search**
- **Multiple Subsidy Report**
- **Identity Verification Report**
- **Immigration Report**
- **Deceased Tenants Report**

External Links

- **USCIS - SAVE System**



Double Click Here

Search for Former Tenant (Continued)

Debts Owed to PHAs & Terminations >> Search for Former Tenant

Search for Former Tenant - Enter SSN and click on Get Information button

Enter Social Security Number

 - -

Get Information

Search for Former Tenant (Continued)

- The system will display either a
 - Negative result; or
 - Positive result
- **Negative result** means that a PHA has not reported an adverse termination and/or debt owed
- **Positive result** means that a PHA has reported an adverse termination and/or debt owed

Negative Results for Former Tenant Information

Print

No Data found for SSN: ***-**-9625

**Confidential Privacy Act Data. Civil and Criminal penalties apply
to misuse of this data.**

Report Generated By - M00XXX FIRST - M00336 LAST - uiv

Positive Results for Former Tenant Information - Top

Debts Owed to PHAs & Terminations >> [Search former Tenant](#) >> Former Tenant

[Printer-Friendly Version](#)

Debt Owed to PHA/Program Termination for Household of ofzk u bvoifx

Date of Initial Entry	08/01/2009	Date of Update	07/30/2009
Updated By:	M00337		
PHA Code:	CA014	Program Type:	Section 8
PHA Name:	County of San Mateo Housing Authority	Project	
PHA Address:			
PHA Telephone Number:	(650) 802-3361	PHA Fax Number:	(650) 802-3373
Former Tenant Address:	vmzo nlloy 83 HALF MOON BAY,CA 94019		
Date of Termination:	01/11/2009	Bankruptcy:	No
Debt Owed to PHA:	\$25,000		
Reason for Termination:	Failure to pay retroactive rent*, Failure to pay rent*, Failure to pay other charges*		
Head of Household: ofzk u bvoifx			
Social Security Number:	***-**-4800	Date of Birth	XX/XX/1935

Positive Results for Former Tenant Information -Bottom

Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-4800	ofzk	bvoifx	XX/XX/1935	73	Head	

Notice to ofzk u bvoifx:

This debt owed and/or termination information was reported by the above-listed Public Housing Agency (PHA). The PHA's name, address, and telephone numbers are listed above. You should contact the PHA in writing if you disagree with the reported information. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's Enterprise Income Verification (EIV) system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator. The PHA will notify you of its action regarding your dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

Important Information:

- Upon your request, the PHA must give you the information that pertains to you and maintained in HUD's EIV system.
- All PHAs that administer the Public Housing and Housing Choice Voucher (HCV) programs have access to debts owed and termination information of all former program participants.
- If you tell the PHA that your record contains inaccurate information, the PHA must promptly investigate the matter and inform you in writing the outcome of their investigation.
- The PHA must correct or, as the case may be, delete inaccurate debt owed or termination information contained in the EIV system.
- Debt owed and/or termination information will be maintained in EIV for a period of ten (10) years from the end of participation date.
- Your future request (application) for HUD rental assistance may be denied for a period of up to ten years from the date you moved out of an assisted unit or were terminated from a housing program.

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

Report Generated By - M00XXX FIRST - M00336 LAST - uiv

PHA Action Based on Positive Result

- Provide the family with a copy of the Debts Owed & Termination Report
- The family should not be admitted into the program until the debt is paid in full to the PHA that is owed the outstanding amount
- For adverse terminations:
 - Deny admission in accordance with PHA policy

Tenant Dispute of Debts Owed & Termination Information

- Tenant must contact the PHA, who has reported the information, in writing & explain why information is disputed and provide any applicable documentation to support claim
- Disputes must be made within three years from the end of participation date
 - Otherwise the debt and termination information is presumed correct

Tenant Dispute of Debts Owed & Termination Information (Continued)

- Only the PHA who reported the adverse information can delete or correct the record
- PHA who has denied assistance is required to provide the family with the household Debt Owed to PHA & Termination report

Tenant Dispute of Debts Owed & Termination Information (Continued)

- The PHA's name, address, and telephone numbers are listed on the Debt Owed and Termination Report for family to follow up with reporting PHA

Debts Owed to PHAs & Terminations

Enter/Update Tenant Information

Availability of Debts Owed & Terminations Information

- Debt owed and termination information is available only if the PHA enters the information

Enter/Update Information

- Back to Secure Systems
- Back to EIV Main Page
- Debts Owed to PHAs & Terminations
 - Search for Former Tenant
 - Enter/Update Information
- Debts Owed to PHAs & Terminations Report
- Income Information
 - By Head of Household
 - By Reexamination Month
 - New Hires Report
- Verification Reports
 - Existing Tenant Search
 - Multiple Subsidy Report
 - Identity Verification Report
 - Immigration Report
 - Deceased Tenants Report
 - Income Discrepancy Report

Enter/Update - PHA Notice Page

Debts Owed to PHAs & Terminations >> Enter/Update Information >> Notice Page

OMB No: Pending OMB Approval
Expires: 12/31/2099

Public Housing Agencies (PHAs) are not required to enter information unless a current and valid approved OMB control number is displayed at the top of this page.

Paperwork Reduction Notice: The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB under the Paperwork Reduction Act of 1995 (44 U.S.C. 3520) and the above-referenced assigned OMB control number. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

You are about to enter debt and termination information on a former tenant. You may not take this action until you have done the following:

1. Notified the individual(s) of the debt owed to the PHA; and
2. Provided the individual(s) with at least 30 days to present evidence that all or part of such debt is not owed or legally enforceable; and
3. Considered any evidence presented by the individual(s) and determined that the amount of the debt owed to the PHA is owed and legally enforceable.

When you click the **Continue** button below, you certify and agree to the following:

1. The information that you enter is complete and accurate to the best of your knowledge and you have supporting documentation to support the information entered into the system; and
2. Any information determined to be inaccurate will be updated or deleted within 60 days of notification and verification of disputed inaccurate information.

System Entry Limitations

A record may be modified 3 times.
The entry of the debt owed amount is limited to a maximum of \$500,000.00.

Continue

Enter Former Tenant Information

- If applicable, enter the following information:
 - Amount of debt owed (\$0.01 - \$500,000) as of EOP date
 - You must select **at least one** *Failure to Pay* EOP status

Enter Former Tenant Information (Continued)

- If applicable, enter the following information:
 - Bankruptcy indicator: check the checkbox if you have received a copy of court order for Chapter 7 or 11 bankruptcy filing
 - Repayment Agreement (or default) indicator
 - EOP status (select applicable reasons)

Enter Former Tenant Information (Continued)

- Click the *Submit* and *OK* button to confirm your entry
- The information will then become a part of the national repository of Debts Owed to PHAs and Terminations

Enter Former Tenant Information (Continued)

Tenant data for PHA: CA014 County of San Mateo Housing Authority						
HOH SSN	HOH Name	Debt Owed to PHA	Bankruptcy	Reason for Termination	Edit	Delete
4800	bvoifx, ofzk, u	\$25,000.00	Yes	Failure to pay other charges*, Failure to pay retroactive rent*, Failure to pay rent*	Edit	Delete
3036	pxrnllxn, bsgllw,	\$12,345.67	No	Failure to pay other charges*, Failure to complete annual reexam	Edit	Delete
3586	mlhwizsxi, vxboz,	\$0.00	Yes	Criminal activity - Violent	Edit	Delete
0205	mlip, rizz,	\$500,000.01	No	Failure to pay other charges*	Edit	Delete
5719	avmvnrq, ilmzvov, v	\$0.00	No	Criminal activity-Sex Offender	Edit	Delete
0731	vfxhz, lnivoort, k	\$0.00	No	Criminal activity - Drugs	Edit	Delete
6861	wwvi, zpri, e	\$700,000.00	No	Criminal activity - Other, Criminal activity - Violent, Criminal activity-Sex Offender, Criminal activity - Drugs, Failure to complete annual reexam, Failure to pay other charges*, Failure to pay rent*, Failure to pay retroactive rent*	Edit	Delete
4411	nzszt, vmrivsgzp,	\$0.00	No		Enter Information	Delete
1945	hrezw, voovghv,				Enter Information	Delete
8194	mzsvvw, vrhov, z				Enter Information	Delete
1291	oovnnvt, sgvyzarov, q				Enter Information	Delete
8212	shrzy, blizz,	\$0.00	No		Enter Information	Delete
7915	mdliy, flobizn,	\$0.00	No		Enter Information	Delete

Click Here to Enter Information

Enter Former Tenant Information (Continued)

Enter/Update Information for: ***-**-6301	
HOH SSN:	***-**-6301
HOH Name:	mlgornzs, vggvmmz
Debt Owed:	\$ 2500.0
Bankrupt:	<input type="checkbox"/>
Repayment Agreement:	<input type="checkbox"/>
Default on Repayment Agreement:	<input type="checkbox"/>
End of Participation Status: (hold down ctrl to select multiple)	<div><div>Failure to pay retroactive rent*</div><div>Failure to pay rent*</div><div>Failure to pay other charges*</div><div>Failure to complete annual reexam</div><div>Criminal activity - Drugs</div><div>Criminal activity - Sex Offender</div><div>Criminal activity - Violent</div><div>Criminal activity - Other</div><div>Lease violations</div></div>
(*)= You must enter a debt amount greater than 0.	
<div><div>Submit</div><div>Clear</div><div>Cancel</div></div>	

Error Message: You Must Select a Failure to Pay Reason

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> [List Page](#) >> [Edit Information](#)

• You must select a "Failure to pay reason"

Enter/Update Information for: ***-**-6301	
HOH SSN:	***-**-6301
HOH Name:	mlgornzs, vggvmmz
Debt Owed:	\$ 2500.0
Bankrupt:	<input type="checkbox"/>
Repayment Agreement:	<input type="checkbox"/>
Default on Repayment Agreement:	<input type="checkbox"/>
End of Participation Status: (hold down ctrl to select multiple)	<div>Failure to pay retroactive rent*</div> <div>Failure to pay rent*</div> <div>Failure to pay other charges*</div> <div>Failure to complete annual reexam</div> <div>Criminal activity - Drugs</div> <div>Criminal activity - Sex Offender</div> <div>Criminal activity - Violent</div> <div>Criminal activity - Other</div> <div>Lease violations</div>
(*)= You must enter a debt amount greater than 0.	
<div>Submit</div> <div>Clear</div> <div>Cancel</div>	

The error message is displayed when user enters debt owed amount and has not selected a **Failure to Pay** EOP status

Error Message: You Must Enter the Debt Owed Amount

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> [List Page](#) >> Edit Information

• You must enter the debt owed amount ←

Enter/Update Information for: ***-**-6361

HOH SSN: ***-**-6361

HOH Name: JEANNE, F

Debt Owed: \$

Bankrupt: ☐

Repayment Agreement: ☐

Default on Repayment Agreement: ☐

End of Participation Status:
(hold down ctrl to select multiple)

- Failure to pay retroactive rent*
- Failure to pay rent*
- Failure to pay other charges*
- Failure to complete annual reexam
- Criminal activity - Drugs
- Criminal activity - Sex Offender
- Criminal activity - Violent
- Criminal activity - Other
- Lease Violations

(*)= You must enter a debt amount greater than 0.

The error message is displayed when user selects a failure to pay reason and does not enter a debt owed amount

Error Message: End of Participation Status is Required

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> [List Page](#) >> Edit Information

• End of Participation Status is required ←

Enter/Update Information for: ***-**-6361

HOH SSN: ***-**-6361

HOH Name: JEANNE, F

Debt Owed: \$

Bankrupt: ☐

Repayment Agreement: ☐

Default on Repayment Agreement: ☐

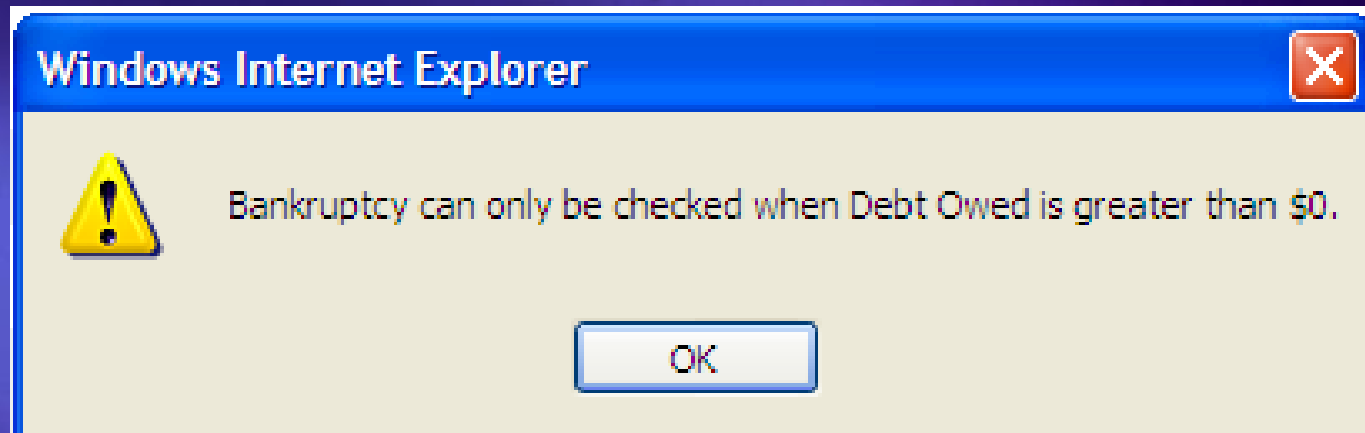
End of Participation Status:
(hold down ctrl to select multiple)

- Failure to pay retroactive rent*
- Failure to pay rent*
- Failure to pay other charges*
- Failure to complete annual reexam
- Criminal activity - Drugs
- Criminal activity-Sex Offender
- Criminal activity - Violent
- Criminal activity - Other
- Lease Violations

(*)= You must enter a debt amount greater than 0.

The error message
is displayed when
user has not
selected an EOP
status

Error Message: Bankruptcy Can Only Be checked When Debt Owed is Greater Than \$0



The error message is displayed when user checks the **Bankruptcy Indicator** and has not entered debt owed amount

Update Former Tenant Information (Continued)

- PHAs should ensure that entered information is accurate
- PHA may modify a tenant record only 3 times
 - HUD may increase the number of record modifications, if necessary
- If a former tenant is making payments on an outstanding debt, do NOT modify the debt owed amount

Update Former Tenant Information (Continued)

- To correct previously entered information:
 - Click on the ***Edit*** button next to the HOH's name; and
 - Edit the applicable data fields and click the ***Submit*** and ***OK*** button to confirm your entry

Update Former Tenant Information (Continued)

Tenant data for PHA: CA014 County of San Mateo Housing Authority						
HOH SSN	HOH Name	Debt Owed to PHA	Bankruptcy	Reason for Termination	Edit	Delete
4800	bvoifx, ofzk, u	\$25,000.00	Yes	Failure to pay other charges*, Failure to pay retroactive rent*, Failure to pay rent*	Edit	Delete
3036	pxrnllxxn,				Edit	Delete
3586	mlhwizxx, vxboz,				Edit	Delete
0205	mlp, rzs,	\$500,000.01	No	Failure to pay other charges*	Edit	Delete
5719	avmvrq, ilmzvov, v	\$0.00	No	Criminal activity-Sex Offender	Edit	Delete
0731	vfxhz, lnivoort, k	\$0.00	No	Criminal activity - Drugs	Edit	Delete
6861	wwwi, zpri, e	\$700,000.00	No	Criminal activity - Other, Criminal activity - Violent, Criminal activity-Sex Offender, Criminal activity - Drugs, Failure to complete annual reexam, Failure to pay other charges*, Failure to pay rent*, Failure to pay retroactive rent*	Edit	Delete
4411	nzszi, vmrivsgzp,	\$0.00	No		Enter Information	Delete
1945	hrezw, voovghv,	\$0.00	No		Enter Information	Delete
8194	mzsvvw, vrhov, z	\$0.00	No		Enter Information	Delete
1291	oovnnvt, sgvyzarov, q	\$0.00	No		Enter Information	Delete
8212	shrzy, blizs,	\$0.00	No		Enter Information	Delete
7915	mdliy, flobizn,	\$0.00	No		Enter Information	Delete

Click Here to Edit Information

Delete Former Tenant Information

- The delete function is available for permanent:
 - Deletion of families who do not owe a debt or left the program in good standing
 - Deletion of families who have paid an outstanding debt in full
- The family is permanently removed from the master list of EOP families

Delete Former Tenant Information (Continued)

- When you click on the *Delete* link, the system will prompt you to confirm your desire to delete the family
- EIV will display a blank debt/adverse record if the EOP family is not deleted or updated with debt owed and/or adverse information

Delete Former Tenant Information (Continued)

- PHAs should do one of the following with each EOP record:
 - Delete the record if there is no debt or adverse information to report; or
 - Enter debt owed and/or adverse information

Blank Debt/Adverse Record

Debt Owed to PHA & End of Participation Report for Household of NANCE as of 08/04/2010			
Date of Initial Entry:	09/21/2009	Date of Update:	-
Updated By:			
PHA Code:	OH001	Program Type:	Public Housing
PHA Name:	Columbus Metropolitan Housing Authority	Project:	OH001000199
PHA Address:	vez sg33 ghzv 466COLUMBUS, OH 33210		
PHA Telephone Number:	(614) 421-6000	PHA Fax Number:	(614) 421-4505
Former Tenant Address:	.		
End of Participation Date:	07/16/2009	Bankruptcy:	No
Debt Owed to PHA:	\$0.00	Repayment Agreement:	No
End of Participation Status:		Default on Repayment Agreement:	No
Head of Household:	NANCE		
Social Security Number:	***-**-8935	Date of Birth:	XX/XX/1937

Household Members						
Member SSN	Member First Name	Member Last Name	Date of Birth	Age	Relationship	Identity Verification Status
***-**-8935	NANCE		XX/XX/1937	72	Head	Verified
***-**-8935	WILHELMINA		XX/XX/1950	59	Spouse	Verified

Notice to NANCE:

This debt owed and/or termination information was reported by the above-listed Public Housing Agency (PHA). The PHA's name, address, and telephone numbers are listed above. You should contact the PHA in writing if you disagree with the reported information. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. **You must dispute this information within three years from the listed date of termination. Otherwise the reported information is presumed correct.** Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's Enterprise Income Verification (EIV) system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator. The PHA will notify you of its action regarding your dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the

Delete Former Tenant Information

Debts Owed to PHAs & Terminations >> Enter/Update Information >> [Report Selection](#) >> List Page

PHA Statistics	
PHA Name	DC001 D.C Housing Authority
Number of Tenants Identified	114

1 to 50 of 114 Households

[Next](#)

Tenant data for PHA: DC001 D.C Housing Authority									
HOH SSN	HOH Name	End of Participation Date	Debt Owed to PHA	Bankruptcy	Repayment Agreement	Default on Repayment Agreement	End of Participation Status	Edit	Delete
	mlgornzs, vggvmmz	10/07/2008	\$0.00	No	No	No		Enter Information	Delete
	hmrdpzs, vmrvsgzp, v	10/31/2008	\$6,958.00	No	No	No	Failure to pay retroactive rent*, Criminal activity - Drugs, Criminal act - Other	Edit	Delete
	mlin, zwmszx, r	11/30/2008	\$0.00	No				Enter Information	Delete
	bzhwmro, vxmvlou	11/30/2008	\$0.00	No	No	No		Enter Information	Delete

Click Here to Delete Information

Debts Owed to PHAs & Terminations

Generating Debts Owed to PHAs & Terminations Report

Debts Owed to PHAs & Terminations Report

- The report includes:
 - PHA Statistics (top statistics table)
 - List of reported tenants (bottom table)
 - Details of debt owed and/or termination information for tenant
 - Click the hyperlink associated with household

Debts Owed to PHAs & Terminations Report

Debts Owed to PHAs & Terminations >> Debts Owed to PHAs & Terminations Report >> [Report Selection](#) >> PHA Statistics

PHA Statistics as of 08/08/2009			
Office	CA014 County of San Mateo Housing Authority		
Program Type	ALL	Public Housing	Section 8
Number of Reported EOP Families	3,938	0	3,938
Number of Reported Families with Debts Owed to PHA & Terminations	13	0	13
Percentage of Reported Families with Debts Owed to PHA & Terminations	0.33%	0.00%	0.33%
Total Amount of Debt Owed to PHA	\$66,918.85	\$0.00	\$66,918.85

[Download in Excel](#)
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1 to 38 of 38 Households

Tenant data for PHA: CA014 County of San Mateo Housing Authority as of 08/17/2009				
HOH SSN	HOH Name	Debt Owed to PHA	Bankruptcy	Reason for Termination
***_**_ 1234	FVNCARD, CVGVQOKL	\$0.00	No	Failure to complete annual reexam
***_**_ 1234	GAGMG, JLFRRBBAU, H	\$100.00	No	Failure to pay retroactive rent*
***_**_ 1234	ZKXL, GTQWF, Y	\$56,565.00	Yes	Failure to pay other charges*
***_**_ 1234	IBWDW, WROVNB	\$565.00	No	Failure to pay other charges*, Failure to complete annual reexam, Criminal activity - Drugs, Criminal activity - Sex Offender
***_**_ 1234	LGOMW, GTJ	\$151.00	No	Failure to pay other charges*
***_**_ 1234	BKXWGF, YKXL	\$565.00	No	Failure to pay retroactive rent*, Failure to pay rent*, Failure to pay other charges*
***_**_ 1234	YVZRW, GNFFQM	\$5,900.00	No	Failure to pay other charges*, Failure to complete annual reexam
***_**_ 1234	MKPBWQIAD, ZKXQQP	\$56.85	No	Failure to pay other charges*
***_**_ 1234	DVMCCSO, ZKJFXR, F	\$0.00	No	Criminal activity - Violent

EIV Questions & Answers Session

Ask HUD...

Future ELV Inquiries

Contact the ELV Coordinator in your local HUD office or email HUD at **PIH.RHIIP.TA@HUD.GOV**